

DRAFT MEETING MINUTES

MEETING NAME: WISCONSIN ENTERPRISE ARCHITECTURE TEAM (WEAT)
DATE: APRIL 6, 2004
TIME: 10:00 A.M. TO 12:10 P. M.
LOCATION: 1D

WEAT Members:

- Group Leader/Chief Enterprise Architect—Ben Banks (DET)
- Lead Technical Enterprise Architect—George Ross (DET)
- Enterprise Architect—Keith Hazelton (UW)
- Enterprise Architect—Bud Borja (Milwaukee Co., local government)
- Enterprise Architect—Jay Jaeger (DOT, large state agencies)
- Enterprise Architect—Judy Heil (DATCP, small state agencies)

DET Support Staff: Chris Alberts, Patricia Carlson, Dan Proud

Note: Keith Hazelton, Bud Borja, and Patricia Carlson were absent. Chris Alberts left early.

Agenda Items:

1. Review 3/23/04 action items—Ben Banks
2. Review of timeline for Phase One—Ben Banks
3. Discuss Charter—Ben Banks
4. Ratify Charter—Ben Banks

Action Items

1. Ben: Talk to Keith about availability for 4/15 half-day meeting.
2. Dan: Talk to Bud about getting comments to Charter and availability for 4/15 half-day meeting.
3. Dan: Send EA Charter and Business Plan to team for comment by 4/7.
4. All: Review Charter and Business Plan by 4/8 in preparation for team approval on 4/9 or 4/13.
5. Dan: Send out Principles in portions on 4/6, 4/7, and 4/8 in preparation for ratification on 4/9.
6. All: Review Principles draft in preparation for ratification on 4/9.

7. Patricia: Make arrangements for half-day meeting on 4/15 after Ben and Dan check with Keith and Bud.

1. Review of 3/23/04 Action Items—Ben Banks

- 1.1. Ben left a message with Keith. No one else was selected to take Keith's place.
- 1.2. Dan sent copies of the Charter out yesterday, which was insufficient time for some members.
- 1.3. We discussed the need for the bridge teleconference call on Thursday, eventually deciding not to have it.

2. Review Timeline for Phase One—Ben Banks

Ben summarized the updated timeline we are to follow to complete the Phase One deliverables on time:

- 2.1. Jay expressed concerns over the timetable for the Charter, getting direction from Matt, and getting agency buy-in, and sees the current charter as two documents: part charter and part business plan.

Judy sees WEAT as being chartered by Matt, so expected that we would be working from a charter and not writing it up for ourselves. She added that we need agency buy-in on the principles and other deliverables. Agencies will have to buy in on the *implementation* of the charter.

Ben responded that we have been asked to develop the charter on Matt's behalf, just a high-level document. Matt will decide whether the charter should be sent out for review (to agencies). Chris added that it will be easier for Matt to edit the charter rather than have to create it.

Jay reminded us that he solicits comments from other agencies and that they will still need to see the rationale and implications for the principles. While they may have some comments, we don't expect as many as on the principles themselves. Time is short. He sees this charter as including a project proposal, which would normally be routed through business staff and all stakeholders.

After further discussion, we agreed with Chris' assessment that "ratification" isn't the proper word for what we need for the Charter. We agreed on calling it "approval" from now on. Jay and Judy were okay with getting feedback from agencies; when it is delivered to Matt, then he will "ratify" it.

It would be too late to wait for agencies to see the Charter during the 7-day review; need to look at it earlier while it is still malleable.

The team agreed to alter the timetable for the Charter, and also to divide it into two documents: the WEAT Charter and the Business Plan. The agreed timetable:

4/6 (today) Agree on changes; obtain working copy to begin assessing.

4/8 Disseminate a draft around the agencies and submit comments via email

4/9 Discuss, time permitting, at end of marathon meeting

4/13 Put into shape to submit to Matt in approved state.

Ben reviewed the planned dates for ratifying the WEAT Charter, EA Principles, EA Rationale, and finalizing comments for the EA Strategy document and delivering it to Matt.

- 2.2. We will make what is expected to be the last pass on the rationale and implications, and there is some reason to hope that we will be able to ratify the principles on Friday. We set up a tentative date of 4/15 (week from Thursday) to finish up any loose ends—principles, charter, etc. We need to check with Bud and Keith to verify that this will be good.
- 2.3. Dan will get out review copies of the principles (rationale and implications) to the team in the next couple of days as his first priority; after that, update the charter/business plan and distribute for comments/perusal. (He will send out today's marked up copy as is for early reference.)
- 2.4. At the end of the meeting, we decided to cancel the Thursday teleconference and concentrate on preparing for Friday's meeting by soliciting comments and reviewing the principles (rationale and implications) and the charter/business plan. We will approve the latter at the end of Friday's meeting or on the following Tuesday.

3. Discuss Charter—Ben Banks

The team scrutinized the Charter and made notes as to what fell under Business Plan. See the next draft of the Charter and Business Plan for details.

4. Ratify Charter—Ben Banks

This was deferred until the end of meeting on Friday or the following Tuesday meeting.

Next meeting: Friday, April 9, 8:30–12:30 in 8F